

Career SoftSkill Essentials™



Self-Improvement



Self-Improvement

Section 1: Before You Begin

1. What work skills from this checklist do you have?

_____ **I am aware of strengths and weaknesses to determine learning needs.**

_____ **I seek learning opportunities to learn new skills.**

_____ **I participate in training opportunities willingly.**

_____ **I challenge myself to do better.**



Self-Improvement

Section 1: Before You Begin

2. Which of these skills would you like to improve or develop?

_____ **Is aware of strengths and weaknesses to determine learning needs.**

_____ **Seeks learning opportunities to learn new skills.**

_____ **Participates in training opportunities willingly.**

_____ **Challenges self to do better.**



Self-Improvement

Section 2: Information about Skills on Checklist




- **Employers expect you to:**
 - **Be self-motivated.**
 - **Evaluate how well you do your job.**
 - **Want to improve your skills.**
 - **Accept compliments and feedback with the same positive attitude.**
- **Employers place a value on self-improvement and education for self-development.**



Self-Improvement

Aware of Strengths and Weaknesses to Determine Learning Needs

This means that in the workplace:

-  **You must choose a job that fits your strengths.**
-  **Identifying strengths based on your talents and skills help you choose what to learn.**
-  **You can decide if your skills are interpersonal (ability to get along with people) or technical (help get the job done).**



Self-Improvement

**Aware of Strengths and Weaknesses to
Determine Learning Needs continued**

- You can identify areas for improvement that keep you from being a team player and completing your tasks.
- You can make a plan to improve areas that you believe are important.
- When you are aware of your strengths and weaknesses, you have an essential career soft skill.



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Seeks Learning Opportunities to Learn New Skills

This means that in the workplace:





- Awareness of areas for improvement helps you decide what to learn.
- Your supervisor can help you access training.
- It is important to take advantage of learning opportunities offered by your employer.
- More education prepares you for a promotion.
- When you seek learning opportunities to learn new skills, you have an essential career soft skill.



Self-Improvement

Participates in Training Opportunities Willingly

This means that in the workplace:

-  **As an employee, you are more valued when you seek skills to do your job better.**
-  **There is an expectation that you attend workshops/trainings to become more effective on the job.**
-  **Being a lifelong learner enables you to learn new things daily.**
-  **You will learn how to do new tasks.**



Self-Improvement

Participates in Training Opportunities Willingly continued

- You will be more effective by participating in training opportunities.
- Accepting feedback with a positive attitude from supervisors shows your willingness to learn.
- When you participate in training opportunities willingly, you have an essential career soft skill.



Self-Improvement

Challenges Self to do Better

This means that in the workplace:

- **Effectiveness requires understanding of how to do your job well.**
- **Finding ways to do your job better can make you more valuable to your employer.**
- **Evaluate how well you are doing your job to find ways to improve.**



Self-Improvement

Challenges Self to do Better

continued

This means that in the workplace:

- **You can improve quality of work by:**
 - **Watching others who are successful.**
 - **Asking questions.**
 - **Reading your company manual.**
 - **Working with a positive attitude.**
- **When you challenge yourself to do better, you have an essential career soft skill.**



Self-Improvement

Section 3. Scenario/Case Study

- **Matt works at a bank and does a good job. He wants a promotion. He knows there will be several promotions within the next six months. Matt decided to attend a training course taught by his supervisor with the hope of getting one of the promotions.**
- **Courses were offered in the evening after work. Matt missed having his evenings free so he was often absent.**



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Section 3. Scenario/Case Study continued

- On four of the evenings that Matt missed class, his supervisor showed the students new skills that would have helped Matt at the next level at work.
- Matt turned down future training classes when he did not get a promotion. He told his coworkers that he felt training took too much personal time and it did not help him get a promotion.



Self-Improvement

Section 4: Applying What You Know

- **1. What skills does Matt need to develop?**
 - _____ **Is aware of strengths and weaknesses to determine learning needs.**
 - _____ **Seeks learning opportunities to learn new skills.**
 - _____ **Participates in training opportunities willingly.**
 - _____ **Challenges self to do better.**



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Section 4: Applying What You Know

- 2. What was keeping Matt from getting a promotion?**

- 3. List specific actions Matt could take to improve his chance for a promotion.**



Self-Improvement

Section 5: Skill Review

- List at least three things you learned or skills you have improved from this module.**
- Congratulations, you have successfully completed the Self-Improvement soft skill module.**



Self Improvement

Section 5: Skill Review continued

- You should:
 - Be aware of your strengths and weaknesses.
 - Seek learning opportunities to learn new skills.
 - Participate in training opportunities willingly.
 - Challenge yourself to do better.